

2018 ANNUAL REPORT

400TH ANNIVERSARY EDITION



**DIVISION OF CAPITOL POLICE
ADMINISTRATION**

CHIEF OF POLICE

COLONEL ANTHONY S. PIKE

ASSISTANT CHIEF OF POLICE

MAJOR MARK J. SYKES

DEPUTY CHIEF OF OPERATIONS

CAPTAIN RAYMOND J. GOODLOE III

DEPUTY CHIEF OF ADMINISTRATION

CAPTAIN RANDALL E. HOWARD

SENIOR LEGAL SPECIALIST

CAPTAIN STEVEN A. WITMER

HUMAN RESOURCE MANAGER

Ms. JAMIE R. WINDLEY

EXECUTIVE ASSISTANT TO THE CHIEF

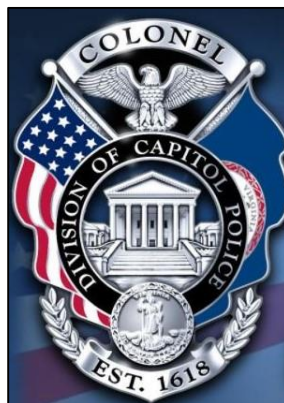
Ms. JULIE A. REDDEN

ADMINISTRATIVE ASSISTANT

Ms. GLORIA M. KIMBALL

ACCREDITATION MANAGER

Ms. REBECCA B. HERRERA



MESSAGE FROM THE CHIEF

This annual report is a collaborative effort among Division staff to highlight our accomplishments in 2018. The Division of Capitol Police pledges to continue our tradition of service and professionalism to our government officials, state employees, citizens, and visitors to our historic complex. The Division of Capitol Police is a progressive and accredited agency that will always strive to maintain excellence and professionalism in the performance of our public safety mission. I believe our continued accomplishments are deep-rooted in our core values of devotion, character, and professionalism.

During 2018, the Division of Capitol Police developed staffing plans for thirty-six (36) major special events, fifty-seven (57) rallies on Capitol Square, and provided eighteen (18) Active Shooter Classes to four hundred and ninety-six (496) state employees. As usual, our three (3) Explosive/Weapon Detection K-9 teams provided an invaluable amount of proactive security services during 2018. The teams completed eight hundred and thirty-four (834) utilizations, six hundred and fifty-eighty (658) proactive sweeps, one hundred and thirty-one (131) Division of Capitol Police and state agency requests for service, and responded to forty-four (44) requests for service from non-division/state agencies. The teams also responded to ten (10) bomb threats. The Division also processed four-thousand, two-hundred and thirty-six (4,236) security clearances during 2018. The Division of Capitol Police facilitated the entry of more than two-hundred and seventy-one thousand (271,000) people entering the Pocahontas Building in 2018.

On behalf of the Division of Capitol Police, I would like to thank the members of the Legislative Support Commission for their unwavering support and guidance. Finally, I want to personally thank each employee of the Division for their loyalty, dedication and tireless efforts while serving the citizens of the Commonwealth of Virginia.

**COLONEL ANTHONY S. PIKE
CHIEF OF POLICE**

VISION STATEMENT

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.

MISSION STATEMENT

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.

CORE VALUES

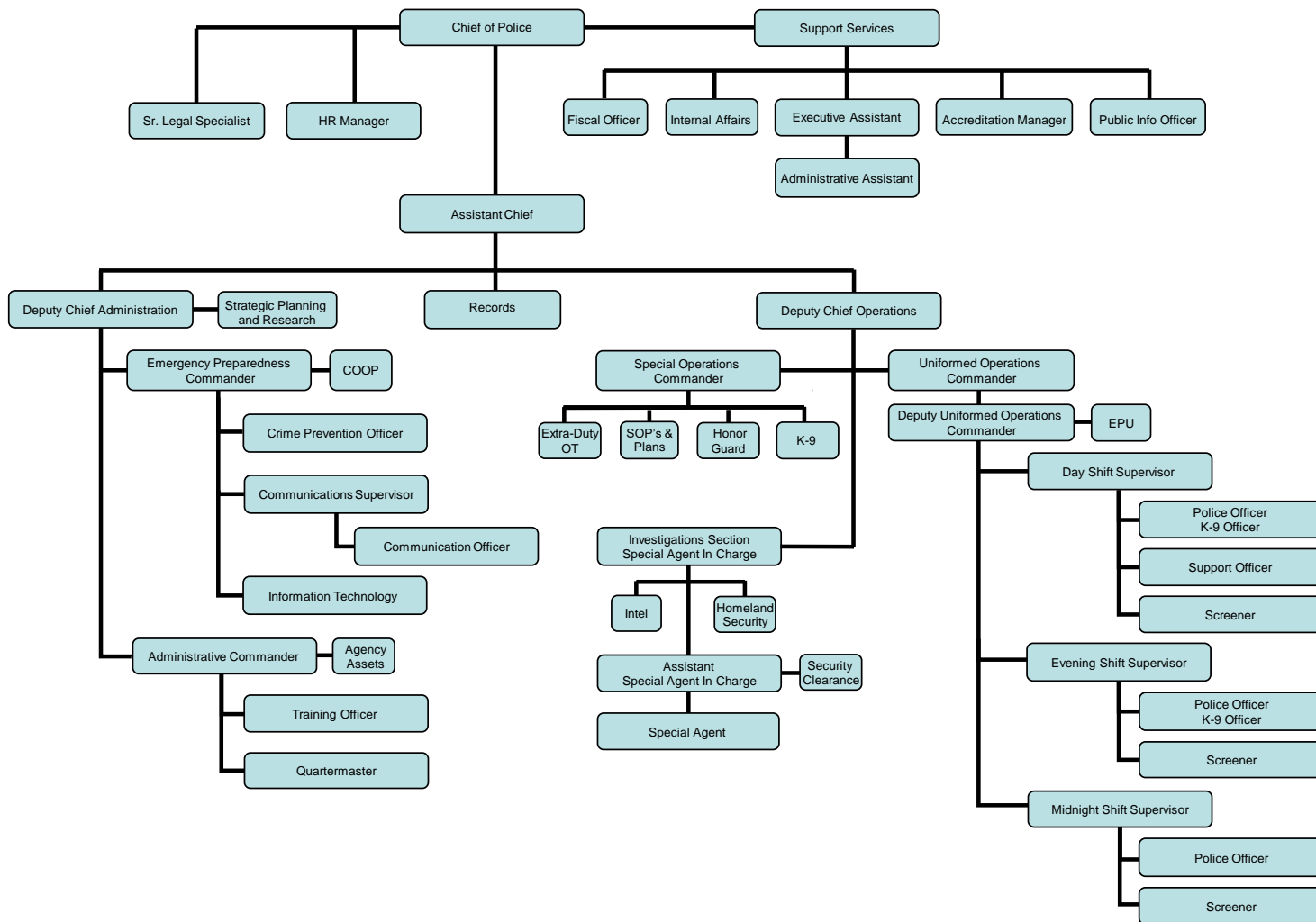
*Devotion
Character
Professionalism*

*The Duty to Protect
An Honor to Serve*

ORGANIZATIONAL CHART

Division of Capitol Police

December 1, 2017



ADMINISTRATIVE SECTION

Quartermaster

The duties of the quartermaster include managing the warehouse to ensure efficient operations as it relates to receiving, stocking and distributing inventory for the Division. This position ensures proper quality controls are applied to inventory, and it ensures the inventory is secure, accurate and issued in accordance with State and Division Policy. The Quartermaster also maintains and updates databases to track inventory.

Training

The Training Unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities to perform their duties in an acceptable and professional manner. To achieve this, the Training Unit operates the Division's academy using its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater Regional Criminal Justice Academy, Chesterfield County Police Academy and other training organizations, both public and private. The emphasis of this year's In-Service Training for all sworn patrol officers included a 2-day Active Shooter class, Executive Protection, Defensive Tactics and pepper spray refresher training. Also included was training in diversity and legal updates.

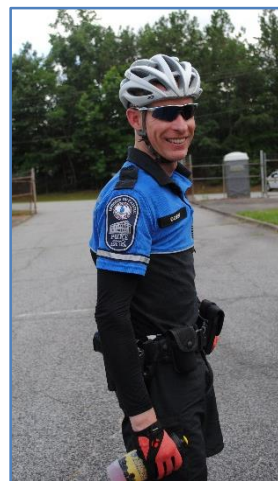


The Administrative Commander chairs the Division Safety Committee, which meets quarterly with the Human Resource Manager to review work-related illnesses and injuries that occurred during the previous quarter and discuss ways to manage risk and prevent future incidents. The committee also reviews Division safety-related policies and makes recommendations for updates, if needed. During 2018 there were eleven (11) reported work-related injuries resulting in eighty-five (85) missed workdays. Five (5) of the injuries were training-related and six (6) were related to operations. The Committee seeks ways to reduce work-related injuries by analyzing the causal factors and making recommendations on possible ways to reduce injuries in the future.

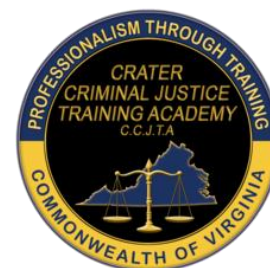
The Administrative Commander also chairs the Division Employee Recognition Committee, which meets monthly to review nominations and select the "Employee-of-the-Month." Each "Employee-of-the-Month" is recognized on the Division's website and at the Annual Awards Dinner, and is eligible for the "Employee-of-the-Year" award.

Accomplishments

- All sworn patrol officers completed a 40-hour in-service training that included:
 - 2018 Virginia State Police Legal Update
 - Line of Duty Death Act
 - Cultural Diversity
 - Active Shooter
 - Executive Protection refresher
 - Defensive Tactics refresher
 - O.C. Spray refresher
 - Handcuffing techniques
- Inventoried the agency supply/storage rooms and provided surplus items to the Department of General Services (DGS) surplus warehouse.
- Continue to provide proofs of compliance from the Administrative & Training Section for accreditation compliance.
- Provided basic law enforcement training to fourteen (14) new recruit officers, including orientation and training in Division policy, security screening, dignitary protection and active shooter.
- Conducted Physical Agility testing for current officers and all prospective new hires.
- Conducted Bicycle Officer Assessment testing for all current and prospective bike officers.
- Three (3) officers completed International Police Mountain Bike Association (IPMBA) patrol bike training conducted by Virginia Commonwealth University (VCU) at Crater Criminal Justice Training Academy.
- All sworn officers completed annual training in 2018 Selected Acts of the General Assembly and Bloodborne pathogens.
- Supervisors received ICS 300 and ICS 400 certification and participated in two (2) Tabletop Exercises (TTX) that involved more than twenty-five (25) area-wide first responder, government and private sector partners.
- Conducted annual firearms qualifications with handgun and rifle, as well as low-light and plain clothes training, and qualifications for the bike and EPU units.
- Conducted monthly open range days to allow officers to improve their shooting skills.
- Coordinated the following external training:
 - Supervisory
 - FBI National Academy 54th Annual National Training Conference (FBINAA)
 - FBI National Academy Annual State Training Conference

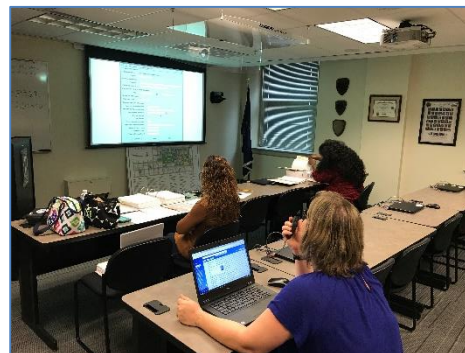


- VACPF First Line Supervisor Training
- Administrative Officers Management Program Training Conference (AOMP)
- 2018 Joint Terrorism Task Force Conference
- 2018 National Legislative Services & Security Association Fall Training Conference (NLSSA)
- Crisis Intervention Training
- Virginia Risk Control Institute
- Preparation & Response to Civil Disorders
- ALERRT - Active Shooter Level 1, Train-the-Trainer
- 32nd Annual Mid-Atlantic Association of Women in Law Enforcement (MAAWLE) Conference.
- FBI-Law Enforcement Executive Development Association Annual Executive Training Conference (LEEDA)
- General Instructor Development School
- 51st Virginia State Annual Crime Clinic Training Seminar
- Crime Analysis for Small Law Enforcement Agencies
- Reid Investigative Interviewing and Advanced Interrogation
- CPR/AED Recertification
- Police Officer
 - Crater Criminal Justice Training Academy (CCJTA)
 - Rappahannock Regional Criminal Justice Academy (RRCJA).
 - 20th Annual Virginia Gang Investigators Conference
 - Virginia Crime Prevention Association (VCPA)
 - Breath Alcohol Basic Operator Class
 - Chesterfield County Police Department Training Academy
 - Adult Mental Health First Aid Training
 - Polaris Multi-Purpose Vehicle (MPV) Operator Training
 - Polaris GEM Low Speed Vehicle (LSV) Operator Training
 - Colt M4 Rifle Armorer
 - Evidence Collection Training
- Coordinated and/or conducted the following instructor certification/recertification:
 - REVIVE Instructor





- Driver Instructor
- Firearms Instructor
- General Instructor
- Field Training Officer (FTO)
- Virginia Criminal Information Network Instructor (VCIN)
- Breath Operator
- Coordinated requests from external agencies for Division instructors:
 - Firearms
 - Crater Criminal Justice Training Academy
 - Driver training
 - Crater Criminal Justice Training Academy
 - Richmond City Sheriff's Office
- Coordinated and co-sponsored training with external training entities:
 - WatchGuard in-car camera system
 - Tyler Technologies CAD/Mobile/RMS
 - Operational Medical Support Unit (OMSU) EMS In-Service EMT/Pre Hospital Trauma Life Support (PHTLS)
 - Mass Protest Webinar
 - Comprehensive Harm Reduction for Law Enforcement



Work Plan

- Continue to expand the Division's bicycle program to include in-house International Police Mountain Bike Association (IPMBA) classes, bicycle maintenance training and annual fitness test.
- Work to reduce training-related injuries by 10 percent.
- Continue to create a training cadre of a selected group of Division DCJS general and specialty (driver, firearms, defensive tactics) instructors, First Aid/CPR instructors and Field Training Officers (FTO).
- Continue to expand the Division's use of the Virginia Learning Center and other available online training.



- Continue to work toward improving the Division's inventory and supply tracking capabilities (QuartermasterOnQ).

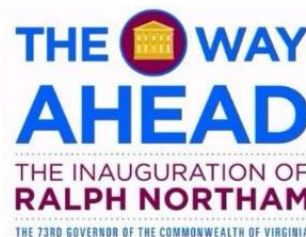


EMERGENCY PREPAREDNESS SECTION

Accomplishments

- **Emergency Preparedness Section**

The Emergency Preparedness Section played a major role with the planning and implementation of the public safety component for the 2018 Inauguration of Governor-Elect Ralph Northam, the 73rd Governor of Virginia. The Emergency Preparedness Commander served as the Operations Section Chief and as such organized the security posture for the public safety resources. This event was a great example in which all public safety resources utilized one comprehensive Incident Action Plan (IAP), a key component of the Incident Command System which is a model for incident management under the National Incident Management System (NIMS). The Communications Supervisor served as the Communications Unit Leader in training and worked with state and local resources to ensure a diverse communications plan. The Crime Prevention/Emergency Preparedness Sergeant prepared the Evacuation Plan and staffed an Executive Protection detail for the Lieutenant Governor-Elect. The section's IT Specialist provided direct support before and during the Inauguration.



2018 was the Division's 400th Anniversary and the Emergency Preparedness Section assisted with numerous events throughout the year. The Emergency Preparedness Commander worked with VCU Interns over the course of two years to identify, research and collect historically significant information about its history over the last 400 years. This information helped the Division, the Capitol Square Preservation Council and the Library of Virginia create a historically accurate display in the State Capitol's underground extension. The Emergency Preparedness Commander worked



with the Division's procurement specialist to select a vendor, Neal Hurst, to research, design and create three period-specific uniforms. These uniforms represented historically accurate uniforms for the Division's predecessors. The 1618 "Governor's Guard," the 17th Century "Virginia State Garrison Regiment" and the 18th century "Public Guard." The Division also added three uniforms from the 19th century, Captain Seawell's 1960 Chief of Police uniform, 2018 Capitol Police K-9 handler and K-9 uniforms and the current Chief of Police - Colonel Anthony S. Pike's dress uniform. Historically accurate musket replicas were also identified and purchased to include with their respective uniform periods, a British Army Long Land Pattern Brown Bess Flintlock Musket (17th Century "Virginia State Garrison Regiment") and M1795 Springfield Musket (18th century "Public Guard").

The Emergency Preparedness Commander assisted the Division in its Virginia Law Enforcement Professional Standards Commission (VLEPSC) reaccreditation process on March 26, 2018, by overseeing the Static Display and facility walk through. The Static Display consisted of a formal display of

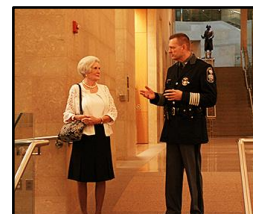


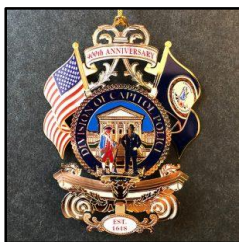
Division vehicles and personnel on the south portico of the Capitol. This display served as a visual proof of compliance for multiple VLEPSC standards. He also supported this process by providing assistance to the onsite VLEPSC Assessors by providing proofs of compliance and answering questions.



The Emergency Preparedness Section helped to organize and facilitate the National Night Out event on August 7. The section worked with the Department of General Services and the Mansion Director to have the event at the Executive Mansion. It was decided that combining the "OnTheSquare" event and the National Night Out would help to pool resources and draw more visitors. The section coordinated having two (2) K-9 handlers, their K-9s and their vehicles, one (1) bike officer, a Crime Prevention Table, a VSCAN Table, the Division's Polaris UTV and a marked patrol vehicle.

The official unveiling of this display occurred on August 27, 2018, during the National Legislative Services and Security Association Training Conference. Dorothy P. Seawell, widow of former Chief William Seawell, and many other honored guests were present.





The Chief of Police, the Emergency Preparedness Commander, members of the Division's staff and members of the Virginia Capitol Foundation worked together to design the 2018 Official Capitol Square Ornament. This ornament was designed as the seventh in a series of collectible ornaments that feature the historic treasures of Capitol Square and was designed to celebrate the 400th Anniversary of the Capitol Police.

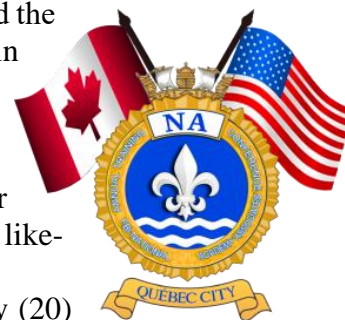
Members of the Emergency Preparedness Section continued to work with the Department of General Services (DGS) to transition state agencies to the Occupant Emergency Action Plan (OEAP). This is a comprehensive plan that combines building emergency evacuations for fire with plans for critical incidents, tornados, earthquakes and hazmat situations. The group actively evaluated facility evacuation plans and evacuation destinations as new and emerging threats, environmental changes and construction projects emerge. The collaboration of multiple agencies to use the OEAP, or a modified version of it, helps to maintain continuity between facilities and assists the Capitol Police response to them.

The Emergency Preparedness Commander continued to serve as a member on the Information Technology Governing Committee (ITGC). The overall objective of the ITGC is to provide the executive level support necessary for effectively setting priorities that enable legislative agencies to balance their technology goals with available resources. This support includes providing strategic direction for major IT investment decisions such as software development, infrastructure updates and platform migrations. Support will also be provided in the areas of IT security/risk management policy designed to keep our data assets safe.

The Emergency Preparedness Commander continued to serve as a member at large on the Executive Board of the Virginia Chapter of the Federal Bureau of Investigation National Academy Associates.

Several of the Division's FBI National Academy graduates, attended the FBINAA 54rd Annual National Training Conference & Exhibition in Quebec City, Quebec, Canada, July 20 – July 24, 2018. The conference is held to allow Law Enforcement professionals to keep up-to-date on 21st century contemporary law enforcement trends and issues, receive state-of-the-art education and career advancement, discover new products and services and network with like-minded professionals. The conference offered eight

(8) keynote sessions from leading law enforcement leaders, twenty (20) breakout sessions and professional development seminars and more than one hundred (100) exhibitors showcasing the latest in law enforcement products and solutions.



Members of the Division's Executive and Command staff, attended the National Legislative Services and Security Association (NLSSA) Training Conference August 26-31, 2018, an event hosted in 2018 by the Division in Richmond. The NLSSA hosts the only national training event designed exclusively for legislative and parliamentary staff who work in the areas of

security, administrative services and tourism management. The Division's Emergency Preparedness Commander and a Captain from the Richmond Police Department provided a presentation on Planning Inaugural Events. This presentation covered the planning efforts and resources that were brought together to carry out the 2018 Inauguration of Governor-Elect Ralph Northam.



The Emergency Preparedness Commander, the Special Operations Commander and the Deputy Chief of Operations attended the Virginia FBINAA State Conference October 23-24, 2018. While at the conference members received training and information about the Orlando night club shooting, police fitness, resiliency, mindfulness and emotional intelligence, Below 100 training, transformative leadership, and color of law.



In 2016, the Division evaluated two outside web design vendors and one Legislative web designer to review and replace the Division's current website. After a series of interviews, it was ultimately determined that the Division would use the Legislative web designer. Over the course of 2017, the Emergency Preparedness Commander, the IT Coordinator and the Public Information Officer worked with members of the Division of Legislative Automated Systems to redesign the Division's website which went live January 2018. This go-live date helped kick off the Division's 400th

Anniversary. Ultimately the team was recognized for this work by receiving the Division's Award of Excellence.

Members of the Emergency Preparedness section participated on the Division's Career Development Committee to review, evaluate and revamp the Division's Career Development Policy. The new policy provided for inclusion of Division supervisors, sworn and non-sworn, and the communications officers. The revised policy created a process of making individuals interested in the process more accountable and instituted requirements that provided more return on investment for the Division.

■ Crime Prevention Section

The Emergency Preparedness Section registered the Division in the Statewide Tornado Drill that was held on March 20, 2018. Members of the section facilitated the shelter-in-place procedures that are recommended by FEMA and the Virginia Department of Emergency Management. The Capitol Police Communications Center sent out notifications through the Virginia State Capitol Alert Network to its stakeholders to start and end the drill.



The Crime Prevention Sergeant actively worked with the DGS Emergency Manager to schedule spring and fall fire drills for both DGS and non-DGS facilities. These fire drills are essential for ensuring that state employees, contractors and visitors are familiar with facility emergency evacuation procedures, should an evacuation be necessary.

DGS OEAP & DCP Response Facilities Fire/Evacuation Drill Schedule					
OCTOBER 2018					
TIME	MONDAY OCT. 1 ST	TUESDAY OCT. 2 ND	WEDNESDAY OCT. 3 RD	THURSDAY OCT. 4 TH	FRIDAY OCT. 5 TH
8:00-9:00					
9:00-10:00	SAFE, CAPT	WISCONSIN		EARTHQUAKE WITH LIVE DRILL	
10:00-11:00	CLARKSON HALL	ARMED			
TIME	MONDAY OCT. 2 ND	TUESDAY OCT. 3 RD	WEDNESDAY OCT. 4 TH	THURSDAY OCT. 5 TH	FRIDAY OCT. 6 TH
8:00-9:00					
9:00-10:00	REAR OF COURSE			PRINCE CENTER	
10:00-11:00		VERMONT MUSEUM			
11:00-12:00	REAR OF COURSE	ARMED	REAR OF COURSE	SUPREME COURT OF VIRGINIA	
-Alternate & Rain Make-up Dates-					
TIME	MONDAY OCT. 29 TH	TUESDAY OCT. 30 TH	WEDNESDAY OCT. 31 ST	THURSDAY NOVEMBER 1 ST	FRIDAY NOVEMBER 2 ND
8:00-9:00					
9:00-10:00	REAR OF COURSE				
10:00-11:00	OLD SENATORIAL BUILDING	VERA	VERA	VERA	
11:00-12:00	REAR OF COURSE	REAR OF COURSE	REAR OF COURSE	REAR OF COURSE	

The Crime Prevention Section and Crime Prevention Certified staff within the Division responded to multiple crime prevention requests for service. These requests consisted of a combination of crime prevention classes and presentations, as well as physical security assessments and safety and security recommendations.

The Crime Prevention Sergeant was assigned the task of facilitating Executive Protection for the Lieutenant Governor-Elect during the 2018 Gubernatorial Inauguration of Ralph Northam. The Crime Prevention Sergeant was also assigned the task of coordinating Executive Protection assignments for the Senate Finance Committee Retreat in July in Charlottesville, Virginia, the Supreme Court of Virginia's Justices' dinner in August in Richmond and the House Appropriations Committee Retreat in November in Portsmouth and Norfolk, Virginia.

The section provided a series of security recommendations for the Virginia Worker's Compensation Commission, the Supreme Court of Virginia and for projects in the Capitol District. The section collaborated on security recommendations for the newly designed General Assembly Building and renovation of Old City Hall.

The section participated at the National Night (Day) Out that was held at the Executive Mansion and handed out materials to state employees and visitors.



Members of the Crime Prevention Section provided crime prevention presentations to the Virginia House of Delegates and Senate of Virginia employees, Legislative Aides and Pages. They also provided presentations for the Law Clerks for the Virginia Supreme Court and Virginia Court of Appeals. These presentations covered personal safety, basic crime prevention, handling of suspicious packages and suspicious/confrontational individuals. The Crime Prevention Section provided training on the Occupancy Emergency Action Plans for both the Pocahontas and Capitol buildings.

The Crime Prevention Section organized the Division's participation in the Great Southeast Shakeout, an event designed to educate and practice response to earthquakes. Response materials, alerts through the Virginia State Capitol Alert Network and guidance were provided to members of the Division and the Capitol District.



The Crime Prevention Section organized the Division's participation in the 13th Annual "Touch a Truck" on October 20th at Richmond Raceway. This event is designed to educate and allow children to explore public safety vehicles of all types. The Junior League of Richmond organizes "Touch a Truck" to support the league's efforts to improve the lives of children and families in the community.



■ Communications Section

The Communications Section celebrated National Public Safety Telecommunicators Week during the second full week of April.



The Division procured and implemented a new Computer Aided Dispatch (CAD) System, Law Enforcement Records Management System (LERMS), and Mobile System from Tyler/New World through a cooperative contract. This process started in July 2017 and the Division went live with the new system in August of 2018. The Communications Supervisor was assigned as the Project Manager for this task. She started the arduous task by working with internal staff on both the Operations and Administrative sides of the organization. To ensure that the system was configured properly, a series of coordinated build weeks to review and evaluate Division processes was held. This required the scheduling of personnel from all facets of the organization: operations line personnel, records, accreditation, administration, policy and so on.



The project required coordination with the Division of Automated Legislative Systems (DLAS) to ensure project specifications were met for hardware, software and network configurations. This required budgetary requests and system upgrades for DLAS to support this ongoing task.

The new system required a great deal of training for the Communications Supervisor, the implementation team members and Division personnel.

The screenshot displays the Enterprise Law Enforcement Mobile v017.2 interface, showing three main screens: Unit Status Monitor, Field Reporting, and Mapping.

Unit Status Monitor: This screen shows a list of units and their status. The results indicate 46 units returned from dispatch at 12:09:32. The list includes columns for Date/Time, Unit, Primary Officer, and Status.

Date/Time	Unit	Primary Officer	Status
04/06/2019 08:15	5	McKee, John	Available
04/06/2019 12:06	240	Dowling, Dexter	Arrived
04/06/2019 12:06	240	Dowling, Dexter	Arrived
04/06/2019 12:10	209	Brinko, Michael	Available
04/06/2019 12:10	249	Parsons, Carolyn	Available
04/06/2019 12:03	248	Mansera, Elongia	Arrived
04/06/2019 08:04	8	Redmond, Stephen	Available
04/06/2019 07:28	314	Spruill, William	Available
04/06/2019 08:50	216	Gary, Brenden	Available
04/06/2019 08:57	302	Jones, John	Available
04/06/2019 07:52	301	Plafie, James	Available

Field Reporting: This screen shows a list of reports. The results indicate 6 reports returned. The list includes columns for Name, Report Type, Report Number, Modified, and Modified By.

Name	Report Type	Report Number	Modified	Modified By
DCP Case...	DCP Case...	2019-00004372	mflack	04/06/20...
DCP Incid...	DCP Incid...	2019-00001139	bdowdy	04/06/20...
DCP Case...	DCP Case...	2019-00001599	bdowdy	04/06/20...
DCP Case...	DCP Case...	2019-00011872	jcosby	04/06/20...
DCP Incid...	DCP Incid...	2019-00012335	drodgers	04/06/20...
DCP Case...	DCP Case...	2019-00001599	bdowdy	04/06/20...

Mapping: This screen shows a map of a city area. The map displays various markers, including a red pin labeled "Boydland, David" and a blue pin labeled "Chandlin, David". The map also shows street names and a legend for various markers.

The Division evaluated and selected PowerPhone's CACH Lite software which will provide the Division's communications center with a program to assist with call handling. The system provides call handlers with automated prompts guiding call handlers through incident-specific protocols, automatic alerts, immediate access to life-saving pre-arrival instructions and the ability to cut and paste call summaries to the CAD.



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Members of the Communications section provided VCIN/NCIC training for Division staff onsite and Basic Academy VCIN/NCIC for staff at Crater Criminal Justice Training Academy. The Communications Supervisor provided instruction at the Basic Dispatch Academy at Crater Criminal Justice Training Center for Dispatcher Response to Active Shooter, Stress Management and Applied Patrol Tactics. She also provided instruction for Crater's 91st and 92nd Basic Law Enforcement Academies on Radio Techniques.

The Division advertised for and hired one (1) Communications Officer position.

■ **Virginia State Capitol Alert Network**

The Virginia State Capitol Alert Network (VSCAN), purchased under a 2010 State Homeland Security Program Grant, was launched in 2011. This grant enabled the Division to expand the number of members receiving emergency notifications within and around the Capitol District. In 2013, enhancements to the current system were researched, which led to contracting with a new company to support VSCAN in 2014. Some of the new enhancements included mobile applications, polling features and confirmation of receipt of emergency notifications. The Division went live with the new system on August 1, 2014. Enrollment in VSCAN has increased from approximately six thousand four hundred (6,400) to more than seven thousand seven hundred (7,700) active participants. The Division continues to investigate additional methods VSCAN information can be disseminated, and continues to educate state employees and stakeholders in the Capitol District.

VSCAN System Summary	
Total Users	7731
Total Authorized Senders	13
Total Administrators	5
Alerts sent in 2018	78

The Division added a Desktop Notification component to the VSCAN messaging platform in 2016. This feature is facilitated through a partnership between the VSCAN vendor (Everbridge) and Alertus. The desktop notification was rolled out to the Division's staff first for testing and then pushed out to Legislative Branch agencies. The Division also included the Judicial Branch. The VSCAN Desktop Notification grabs the attention of computer users immediately with a full screen pop-up alert. When an emergency occurs and the Division sends a VSCAN message, a full-screen alert will appear on computers that have this software loaded. This pop-up message remains until the user acknowledges the message or the event has concluded.

Along with Desktop Notification, the Division also added an additional piece to VSCAN - Community Engagement. Community Engagement allows individuals to text a keyword to 777-888; the mobile number will then be enrolled to receive any messages sent using that keyword. The Division used Community Engagement during the 2018 Inauguration of

Governor Northam. We were able to reach four hundred seventy-six (476) unique opt-ins with information using the keyword, “Governor2018”. The Division is looking to leverage Community Engagement to keep visitors, such as school groups that visit the Capitol daily during the school year, safe and informed while they are on Capitol grounds.

■ **Technology Achievements**

At the start of 2018, the IT area was busy working on supporting the Implementation of the New World Enterprise/Tyler Computer Aided Dispatch (CAD) Application, the new Governor’s Inauguration, and the continuing computer refresh project. The new CAD application went live in August of 2018 and was very successful.

In 2018, the Division’s Web site was recognized during the Commonwealth of Virginia Innovative Technology Symposium (COVITS). The Division web site received the Governor’s Award for Best Citizen Portal. COVITS provides a practical glimpse into the future of government IT solutions and attendees focus on strategic direction. The event features inspiring speakers, relevant breakout sessions and a marketplace of innovative tools.



The IT area completed the annual computer inventory review and updated the computer refresh of computer equipment and software. The comprehensive computer refresh will ensure that all Division-owned computer hardware and software is up to date. The review also ensures that our computers and software are current and will allow updates to be installed as vendors push updates out.

Employee profiles are being periodically updated to keep those we serve updated on new personnel, their role within the Division and where they are assigned. The profile includes a photograph and a job title. The profiles are very useful during General Assembly sessions and for indoctrination of new individuals to Capitol Square.

Training continues to be encouraged and supported by the Division. In April of 2018, the IT coordinator attended the Computer Technology Industry Association (Comp TIA) fundamentals training. The IT coordinator also attended the Virginia Learning Center (VLC) workshop held in Richmond and the COVITS program in September.

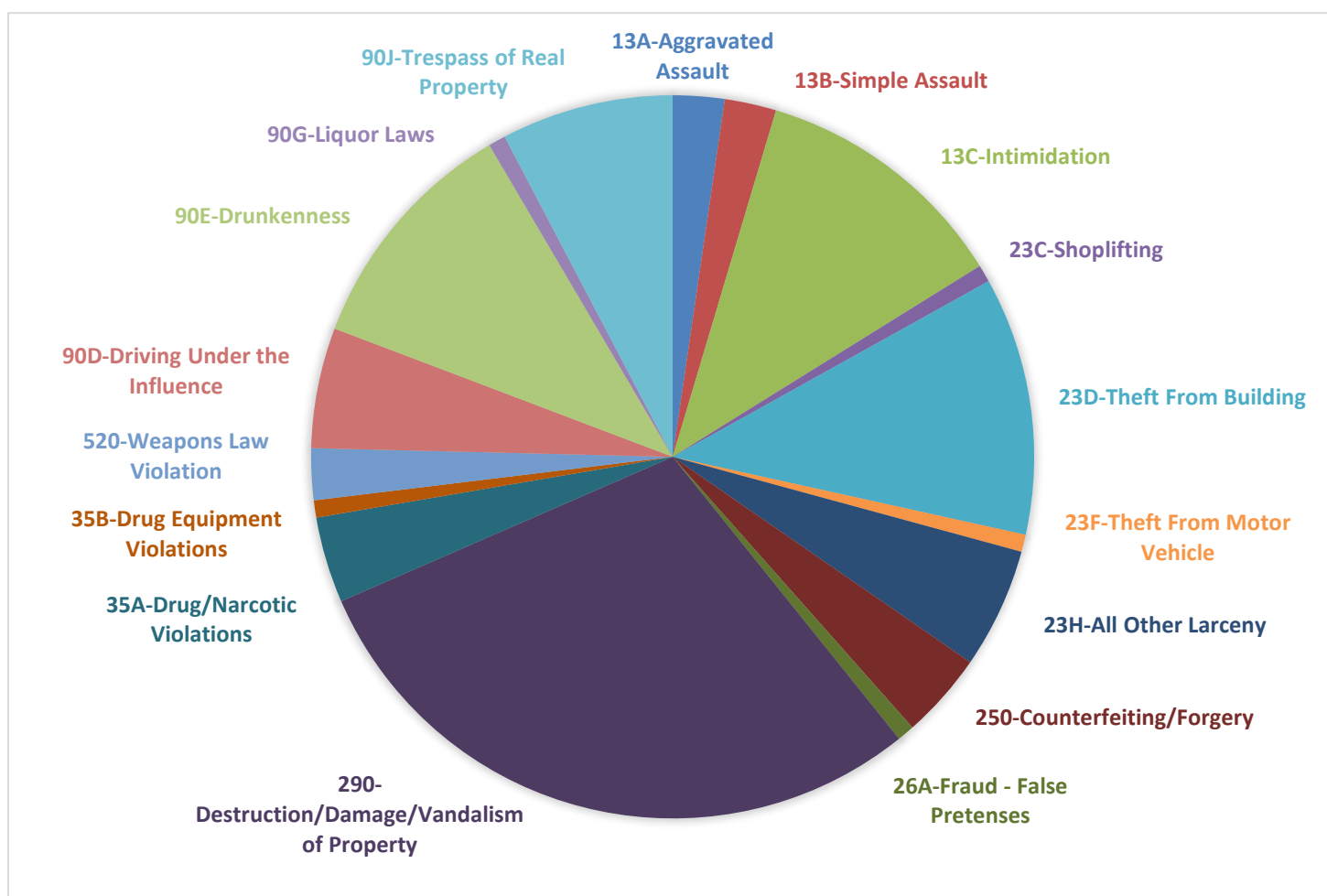
Work Plan

- Create and implement a standardized training program for the Communications Officers to enhance their skills and knowledge through in-service training.



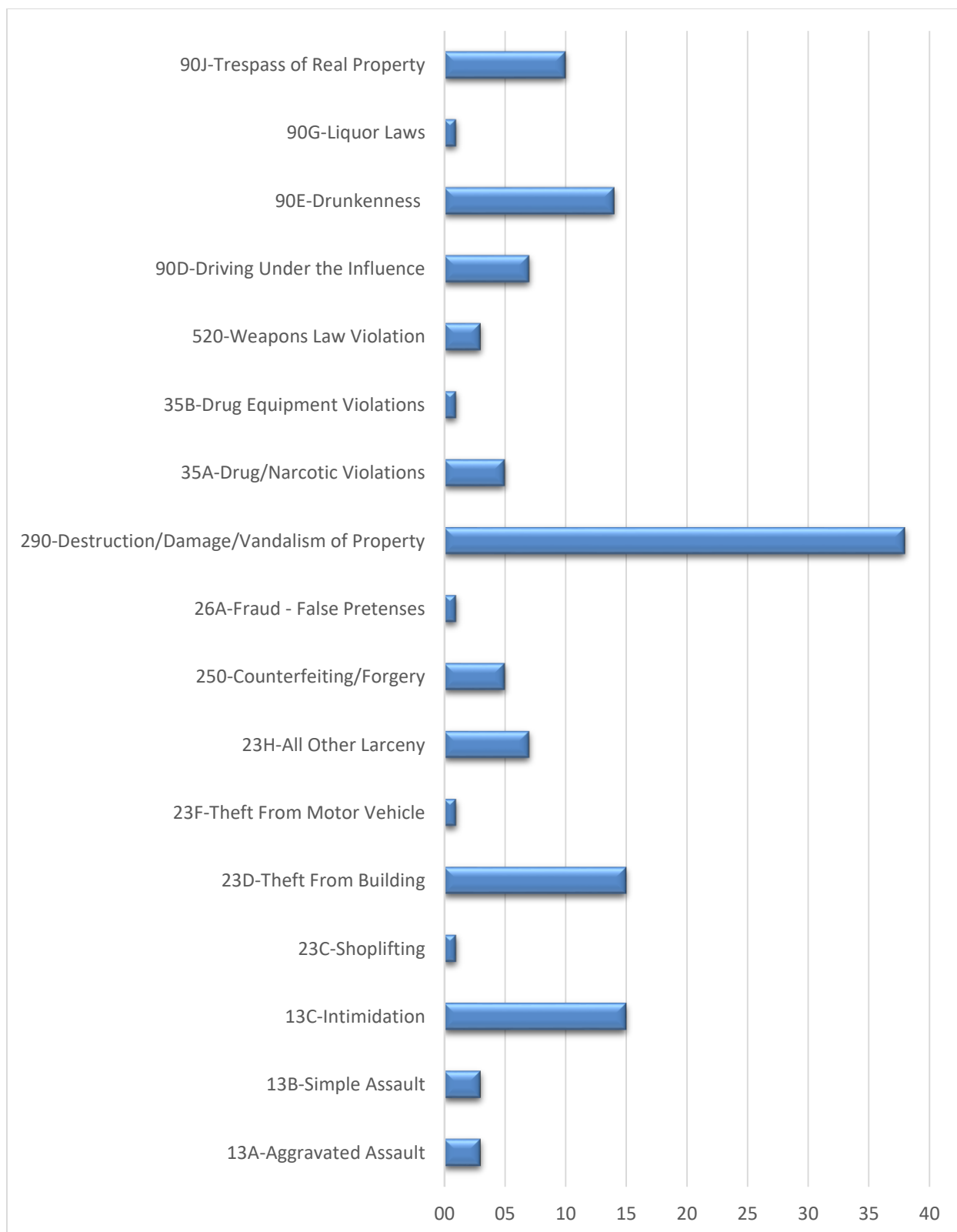
- Evaluate computer inventory and make comprehensive recommendations for replacement and upgrades. Continue systematic replacement of systems and continue to evaluate cutting edge technology.
- Continue to work on IT Certifications for IT staff as time and budget allow.
- Continue working to enhance membership within the VSCAN system and notification methods.
- Provide training to Division staff on Office 2016 as the office productivity suite and Windows 10 as the client computer operating system.

STATISTICS



Offense Summary

Offense	Total:
13A-Aggravated Assault	03
13B-Simple Assault	03
13C-Intimidation	15
23C-Shoplifting	01
23D-Theft From Building	15
23F-Theft From Motor Vehicle	01
23H-All Other Larceny	07
250-Counterfeiting/Forgery	05
26A-Fraud - False Pretenses	01
290-Destruction/Damage/Vandalism of Property	38
35A-Drug/Narcotic Violations	05
35B-Drug Equipment Violations	01
520-Weapons Law Violations	03
90D-Driving Under the Influence	07
90E-Drunkenness	14
90G-Liquor Laws	01
90J-Trespass of Real Property	10
TOTAL OFFENSES:	130





CALL SUMMARY

January 1st – July 31st	Total
1st Service Request	233
Alarm	66
Alarm, Duress	39
Alarm, Fire	38
Alarm, Glass	32
Alarm, Intrusion	84
Animal Control	02
Assault	00
Assist Other Jurisdiction	153
Building / Property Checks	20,303
Burglary	00
Citizen Contact	261
Computer Offense	01
Courtroom Security Sweep	45
Crime Prevention Service	21
Criminal Warrant, Service	11
Damaged Property, Personal	08
Damaged Property, State	32
Disabled Vehicle	94
Disorderly Conduct	02
Domestic	03
Driving Under the Influence (DUI)	04
Drug Offense	00
Drunk in Public	08
Embezzlement	00
Executive Protection	13
Forgery	01
Fraud	02
Harassing Communications	13
Health / Safety Check	72
Intelligence	24
K-9 Service (Non-DCP)	27



K-9 Service DCP	507
Larceny (Grand, Petit)	28
Lost / Found Property	23
Medical	55
Missing Person	00
Open / Unlock Door	114
Parking Complaint	155
Rally / Protest	57
Security Management Request	33
Sexual Offenses	00
Silent 911	27
Stolen Vehicle	00
Suspicious Incident	11
Suspicious Package	15
Suspicious Person	28
Suspicious Substance	01
Suspicious Vehicle	14
Threatening Communications	12
Traffic Stop	685
Trespass	82
Unattended Vehicle	22
Urinating in Public	02
Vehicle Accident, Hit and Run	03
Vehicle Accident, Personal	64
Vehicle Accident, State	09
TOTAL:	23,539

August 1st – December 31st	Total
Accident - Hit and Run	5
Accident - Personal	38
Accident - State	4
Alarm	140
Animal Complaint	1
Assist Other Jurisdiction	116
Burglary	7



Citizen Contact	188
Criminal Investigation	8
Damage Property	10
Direct Traffic	4
Disabled Vehicle	45
Dispatch Equipment	1
Disturbance - Non Domestic	3
Domestic	7
Drunk In Public	6
Employee Dismissal	4
Fire - Alarm	12
Follow Up Investigation	4
Forgery/Fraud	3
Health/Safety Check	68
ID Check	34
K-9 Service	299
K9 Service Assist Other	11
Larceny	12
Lost/Found Property	16
Medical - Sick/Injured	20
Open/Unlock Door	66
Parking Complaint	84
Police Information	69
Property Check	14777
Rally/Protest	32
Service Request	142
Sex Offense	1
Silent 911	17
Special Detail	285
Suspicious Incident	13
Suspicious Substance	1
Suspicious Vehicle	15
Traffic Stop	570
Transport	47
Trespass	32
Unattended Vehicle	24
TOTAL:	17,241

TOTAL for 2018:	40,779
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OPERATIONS DIVISION

The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four-hour full-service law enforcement and security services to the Governor of Virginia and his family, Lieutenant Governor, Attorney General, members of the Virginia General Assembly, Virginia Supreme Court Justices, Court of Appeals Judges, approximately seven thousand (7,000) state employees, over one hundred and fifty thousand (150,000) annual visitors to the Capitol Complex and for numerous special events. These services are delivered through a combination of vehicle patrol, bicycle patrol, foot patrol, static posts, traffic enforcement, traffic crash investigations, criminal investigations, executive protection, K-9 patrols, parking enforcement and crowd management for various events.



The Operations Division is commanded by the Deputy Chief of Operations, a Captain who reports directly to the Assistant Chief of Police. The Operations Division is comprised of three sections: Uniformed Operations, Special Operations and Investigations Section.

The Operations Division participated in several high-profile events in 2018 including: The inauguration of Governor Ralph Northam and associated events, 2018 General Assembly Session, two (2) Special Sessions of the General Assembly, 2018 Model General Assembly, 2018 Model Judiciary, two (2) CSA II Protests,

several large environmental rallies, several heavily attended and contentious State Water Control Board meetings, the State Board of Elections Special Election/Drawing, and the Annual Native Virginian's Tax Tribute. The Operations Divisions was also involved in the transition training associated with the Division's new firearm, the creation, implementation and transition training for the new Tyler/New World CAD and Mobile reporting system.

Uniformed Operations Section

The Uniformed Operations Section is commanded by the Uniformed Operations Commander and Deputy Uniformed Operations Commander and is comprised of three shifts: Day Shift, Evening Shift and Midnight Shift. Each shift is supervised by Sergeants. The shifts include a combination of police officers, support officers and security screeners.





Accomplishments

- Developed an Annual Report
- Completed the 2018 General Assembly After-Action Report.
- Provided law enforcement services/physical asset security, both sworn and non-sworn staff, for the 2018 Governor's Inauguration.
- In concert with Administrative and Investigative Sections, provided a mix of executive protection, police presence and physical asset security for persons and events associated with the 2018 Gubernatorial Inauguration.
- Participated in the debrief and after-action report for the 2018 Gubernatorial Inauguration.
- Facilitated the entry of more than two-hundred and seventy-one thousand (271,000) people who entered the Pocahontas Building in 2018.
- Facilitated the entry of more than one-hundred and twenty thousand (120,000) people who entered the Capitol Building in 2018.
- Provided protective services for the Supreme Court and Court of Appeals for several events.
- Provided police services for a series of State Air Pollution Control Board and Water Control Board meetings that drew large numbers.
- Participated in bi-annual policy reviews.
- Participated in both grant-funded Table-Top exercises hosted by the Division.
- Completed Patrol Officer 40-hour in-service training for all sworn officers and provided instructors for many of the classes.
- Participated in the Capitol Security Working Group.
- Assisted Crater Criminal Justice Training Academy with the instruction of classes for the Basic Law Enforcement Training Academy and specialized training classes.
- Formed a committee to evaluate and modernize our current uniform.
- Formed a committee to evaluate and redesign our current Career Development Program.

- Established the use of S.M.A.R.T. goals for yearly evaluations for the 2018/2019 evaluation year.
- Completed all required training for sworn employees.
- Conducted special pedestrian safety assignments at the intersections of 12th and Bank streets, 10th and Bank streets, 14th and Bank streets, 14th and Main streets, Broad and 14th streets, 8th and Franklin and 9th and Franklin streets.
- Assisted in the bi-annual emergency evacuation drills for all assigned properties.
- Participated in the annual Tornado Drill and the “Great Southeast Shake Out” earthquake drill.
- Completed the year-end inventory.
- Assisted the Special Operations Lieutenant with developing and implementing operations plans for thirty-six (36) major special events.
- Provided law enforcement services through staffing/monitoring of fifty-seven (57) scheduled rallies/events at the Capitol, six (6) after-hour events in the Capitol Building and one (1) scheduled event at the Lee Monument.
- Provided law enforcement services/physical asset security for fifty-five (55) events at the Governor’s Mansion.
- Provided law enforcement services/physical asset security for four (4) special events at, or associated with, the Supreme Court of Virginia.
- Provided law enforcement services for numerous events associated with the “On the Square” series throughout the year.
- Completed the Taser Conducted Electrical Weapons (CEW) Annual Recertification and Certification of New Officers.
- Facilitated updating Division Tasers to the newest model.
- Assisted in the preparation and execution of the “Mock Accreditation Assessment.”
- Identified and provided required proofs of compliance for accreditation.





- Assisted with the physical agility assessment of potential recruit candidates.
- Participated in the interview screening process for the hiring of new recruits and pre-certified officers.
- Field-trained eight (8) new officers.
- Completed thirteen (13) administrative investigations.
- Completed one (1) vehicle pursuit investigation.
- Completed two (2) use of force investigations.

Work Plan

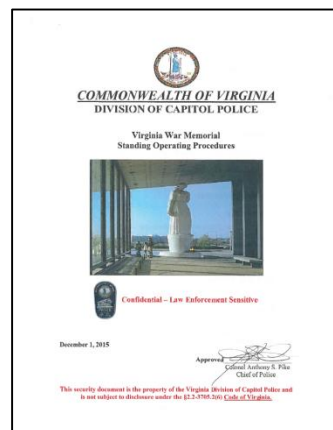
- Finalize and implement the Division's new Career Development Program.
- Continue to evaluate and improve our uniforms for both comfort and functionality.
- Work to further streamline existing policy, procedures and processes to continue to improve the effectiveness and efficiency of the Division.
- Increase selective patrols for pedestrian safety.
- Promote and provide opportunities for further community outreach and engagement of our stakeholders at the patrol officer level to further foster relationships and meet community policing goals.
- Continue to craft opportunities for Division staff to shape and influence the Division's future through service and engagement.
- Develop five-year staffing projections based on the planned development of the Capitol Square Complex and anticipated needs.
- Reevaluate our current scheduling process and practices. Determine if automating the process is possible, to include the digitizing of overtime assignments.

SPECIAL OPERATIONS SECTION

The Special Operations Commander is responsible for administrative oversight, coordination and supervision of the Honor Guard, Canine Teams, as well as the development, review and revision of all Standing Operating Procedures for Division-assigned facilities and Incident Action Plans for special events.

Accomplishments

- Performed thirty-six (36) K-9 kennel and vehicle inspections.
- Performed four (4) K-9 training aid and day box inspections.
- Projects Completed:
 - Developed an Annual Report
 - Vehicle Equipment Inventory
 - Honor Guard Equipment Inventory
- Reports/Special Plans/Manuals Completed:
 - Revised the Supreme Court of Virginia Standing Operating Procedures Manual
 - Developed Pocahontas Building Standing Operating Procedure
 - Developed Procedures for K-9 Searches of delivery vehicles at the Pedestrian Plaza
 - Developed the 2018 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation
- Operations and Staffing Plans
 - Developed twenty-four (24) Operations plans and ten (10) staffing plans



Work Plan

- Division to pursue adding an equine mounted unit.

Honor Guard

The Honor Guard is comprised of officers whose goal is to present a positive, professional and formal ceremonial image of the Division during special events. These events may include, but are not limited to: parades, law enforcement graduations, opening ceremony for the Virginia General Assembly, posting or presenting colors at formal ceremonies and representing the Division at funerals of dignitaries or public safety professionals killed in the line of duty.



Accomplishments

- In 2018 the Division of Capitol Police Honor Guard participated in nine (9) Honor Guard events:
 - Opening Session of the Virginia House of Delegates
 - Duke of Gloucester Visit
 - Governor's DCP Anniversary Proclamation
 - NASCAR Race
 - NLSSA Annual Conference
 - Public Safety Wreath Laying Service
 - Richmond Squirrels Baseball Game
 - Virginia Assembly of Independent Baptist Conference
 - VCU Basketball Game

Canine Teams

The Division's canine teams respond to Capitol Police calls for service, as well as calls for service from other agencies in central Virginia. In 2018, the Division's Explosive Detection K-9 Teams consisted of three (3) canines and three (3) canine handlers.



Officer Alexander and K-9 Denis are currently assigned as an explosive/weapon detection team. K-9 Denis is a four-year-old Belgian Malinois that was born in Brazil and worked in Afghanistan with a defense contractor before coming to the Division in March of 2018. K-9 Denis responds to commands in English and German. He is currently certified by the Virginia Police Work Dog Association. Denis serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. During 2018, Denis completed two hundred forty-eight (248) K-9 utilizations. Denis performed two-hundred, fourteen (214) pro-active sweeps, eighteen (18) Virginia Division of Capitol Police and/or other state agency requests for service, fifteen (15) outside agency requests for service and four (4) K-9 demonstrations. Officer Alexander attended and completed a two-week Explosive Detection Handler K-9 Course, conducted through the Division.

Officer Chaulklin and K-9 Gunner are currently assigned as an explosive/weapon detection team for the Division. K-9 Gunner is a seven-year-old Belgian Malinois. Gunner began his career with the Division in April 2013. He is currently certified by the Virginia Police Work Dog Association. Gunner serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat



Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. Gunner's utilizations for 2018 include a total of three-hundred, sixty-five (365) K-9 utilizations. Gunner performed two-hundred, sixty-one (261) pro-active sweeps, seventy-four (74) Virginia Division of Capitol Police and/or other state agency requests for service, twenty-seven (27) requests from outside police agencies, eight (8) bomb threats and eight (8) K-9 demonstrations.

Officer Hawkins and K-9 Lucy are currently assigned as an explosive/weapon detection team with the Division. Lucy is a six-year-old chocolate Labrador Retriever. Lucy was donated to the Division by the K9s4Cops foundation and was trained by AMK9 in Anniston, Alabama. Lucy is currently certified by the Virginia Police Work Dog Association and has served with the Division since June 2015. Lucy serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. Lucy's K-9 activities for 2018 include a total of two-hundred, twenty-one (221) utilizations. Lucy completed one-hundred, eighty-three (183) proactive sweeps, thirty-nine (39) Division of Capitol Police and/or other state agency requests for K-9 service, two (2) requests from outside police agencies, two (2) bomb threats and two (2) K-9 demonstrations.



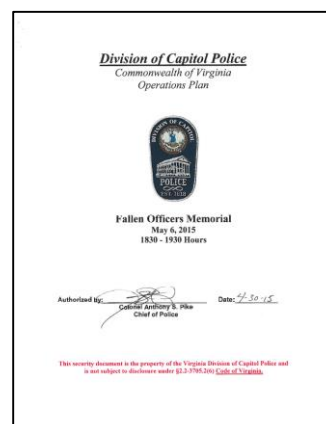
Accomplishments

- Completed 834 utilizations
- Conducted 658 proactive sweeps
- Conducted 131 DCP and State Agency Requests for Service
- Responded to 44 requests for service from non-Division/State Agencies
- Responded to 10 bomb threats
- Conducted 14 K-9 Demonstrations

K-9 Demonstrations

- Newly elected members of the General Assembly and staff
- Boy Scouts of America
- Virginia War Memorial K-9 Event
- Area Schools
- State Agencies
- Public events
- NLSSA Conference

Significant Utilizations for 2018





Significant utilizations for 2018: responded to several Richmond-area bomb threats; conducted sweeps for VIP visits; the 2018 Governor's Inauguration and Inaugural Ball; weapon searches for area schools; lectured a high school law enforcement class and preformed K-9 demonstrations; sweeps of the Lee Monument before rallies; sweeps for the Hanover Tomato Festival; National Night Out at the Governor's Mansion; sweeps of the Jefferson Davis Monument for a rally; K-9 demonstration for the National Legislative Services and Security Association Conference; sweeps for the Supreme Court of Virginia; sweeps at the Carillon; Richmond Marathon; Richmond Christmas Parade; Native Virginians Tax Tribute at the Governor's Mansion, Public Safety Memorial Ceremony, annual Holiday Illumination at the James Center, Virginia Capitol Tree Lighting, Lobby Day at the General Assembly, Monument Avenue 10-K race, Dominion River Rock Festival, State of the Commonwealth Address, Greater Richmond Convention Center events, RIR NASCAR Race; Richmond Folk Festival, State Corporation Commission of Virginia; State Board of Elections; numerous rallies at Capitol Square; assisted local jurisdictions with weapon searches at metro-Richmond area schools.

INVESTIGATIONS SECTION

Investigations

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with patrol units assigned to each shift. The Investigations Section works collaboratively with federal, state, and local law enforcement agencies and with security companies in and around the Capitol District.

Homeland Security

The Homeland Security component of the Investigations Section collects, analyzes, coordinates and disseminates Homeland Security and intelligence information; coordinates and communicates with the Virginia State Police Fusion Center on all matters of intelligence and/or threats; coordinates threat assessments for major events, meets regularly with area intelligence officials in order to gather and share information; maintains contact with other law enforcement agencies, courts, Commonwealth Attorneys and other cooperating agencies in Homeland Security and threat Assessment matters.

Security Clearances

The Security Clearance Coordinator reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division's liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The Security Clearance Coordinator also prepares all security clearance denial appeals for review by the Chief of Police. During 2018, four-thousand, two-hundred, thirty-six (4,236) security clearances were processed: three-thousand, seven-hundred, eighty-nine (3,789) were approved, two-hundred, seventy-six (276) were denied, fifty-three (53) were



incomplete, six (6) were appealed, twenty-eight (28) applicants were wanted and one (1) was expunged.

Accomplishments

Criminal Cases Closed by Arrest

▪ 2018-000731	Petit Larceny	Department of Elections
▪ 2018-001178	Grand Larceny	Department of Elections
▪ 2018-005704	Petit Larceny	Department of Elections
▪ 2018-006727	Grand Larceny	Department of Elections
▪ 2018-002798	Petit Larceny	Department of Elections
▪ 2018-005704	Petit Larceny	Department of Elections
▪ 2018-006725	Grand Larceny	Department of Elections
▪ 2018-022685	Grand Larceny	Department of Elections
▪ 2017-009718	Obtain Money/False Pretense	VHDA

Criminal Cases Closed by Arrest:

- Two (2) Felony Warrants
- Seven (7) Felony Indictments

Investigation Case Disposition

- Nine (9) Cases Closed by Arrest
- Two (2) Cases investigated and labeled Inactive
- Sixteen (16) Cases investigated and labeled Unfounded
- Eleven (11) Cases investigated and Closed by Exception
- Eleven (11) Active cases remaining from 2018
- Six (6) Active cases remaining from 2017
- Four (4) Active cases remaining from 2016
- One (1) Case Active from 2014
- One (1) Case Active (Warrants on file) from 2010
- One (1) Cases Active from 1991



Criminal Warrants

- The Investigations Section ended the year with three (3) Felony Warrants and seven (7) Misdemeanor Warrants on file.

Search Warrants & Subpoenas

- The Investigations Section obtained and served twenty-four (24) letters of preservation, one (1) Subpoena duces-tecum, two (2) Non-Disclosure Orders, two (2) Sealing Orders, one (1) Barment Notice, fifty-seven (57) Grand Jury Subpoenas, and sixteen (16) Search Warrants.

Evidence/Found Property

- Maintained evidence, found property and property for safekeeping.
- Found Property in the amount of \$100.00 cash, along with four (4) miscellaneous, abandoned items were delivered to the Division of Unclaimed Property at the Virginia Department of Treasury.
- Per Code of Virginia and Division Policy, seventy-three (73) pieces of evidence and nineteen (19) pieces of Found Property were removed from the evidence room and either returned to owner, destroyed or placed to file.
- The annual evidence and property room audit was conducted. All items held by the Division were properly stored and inventoried.

Special Assignments

- Special plain clothes assignments on twenty-eight (28) protests, rallies and special events.
- Assisted with Executive Protection assignments, to include the Attorney General.
- The Capitol Security Work Group, which includes representatives of the Division, DGS and Contract Security, meets quarterly to assess crime, security issues and to share information within the Capitol District.
- Tracked Crime in the Capitol District using a crime analysis tools maintained by the section.
- The Investigations Section Special Agent in Charge conducted eighteen (18) Civilian Active Shooter Classes for four hundred and ninety-six (496) state employees.

Fingerprinting

- Processed forty-nine (49) fingerprint applications for employees of state agencies.

Crime Stoppers

- The Investigations Section participates in the Crime Stoppers of Metro Richmond to disseminate information to assist in the investigation of criminal activity. The Investigations Section also coordinates with the Planning and Research Section for publication of information on the Division's web page.





Accreditation

- The Investigations Section assists the Accreditation Manager in the gathering of proofs of compliance for evidence, property, policies and records.

Records

- Assisted the Record's Manager with the collection and tracking of reports.

Background Investigations

- The Investigations Section conducted twenty-four (24) background investigations for Division Applicants and three (3) legislative staff and specialty backgrounds.
- The Assistant Special Agent in Charge also coordinated and conducted four (4) Work Performance Ability Course tests for Division applicants.

Section Training

- Basic Crime Scene
- John Reid & Assoc. 4-day Interview and Interrogation course
- ICS 400 Training
- LERMS Training
- Completed all Division-required training

Work Plan

- Executive Protection Training
- Train on new technology to assist investigators with cases (surveillance, cyber, interview, Fraud/White Collar Crimes).
- Have background checks conducted by officers on Transitional Duty, Police Officer II's and/or retired LEO's who are now DCP screeners.
- Train a second Security Screener to assist the Security Clearance Coordinator during his absence or when the demands for clearances are high.



OFFICE OF THE CHIEF OF POLICE

Financial Services

The Financial Services Section is staffed by one wage employee. The goals and objectives of this section are to create an annual operating plan by allocating appropriations to the expenditure object codes based on analysis of both historical and future spending requirements, as well as discussion and input received from members of the executive staff. Once the operating plan is approved the section must review, in a timely manner, the agency's financial transactions posted in CARDINAL, the Commonwealth's accounting system, to assure the amounts are accurate, posted to the proper object codes and have adequate, properly approved documentation in support of the transaction.

Missing documentation is obtained, as well as further descriptive information, if needed. Reports are obtained from the Department of Account's (DOA) system known as "Cardinal." The detailed reports in this group are reconciled with the summary reports to ensure accuracy. The details of each transaction are then posted to the agency's internal system. The monthly and YTD transactions, per the internal system, are then reconciled back to CARDINAL to ensure both are in agreement. The internal system is developed using Excel spreadsheets that consist of detailed object code ledger sheets that automatically calculate year-to-date expenditures as well as fund balances for each object code. This information is automatically carried forward to a report showing the data in summary format. The section also maintains files containing the necessary documentation in support of these transactions as part of the financial requirements for accreditation. The section performs monthly expenditure projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. The preparation of transactions using DPB's Performance Budgeting (PB) system is also a responsibility of this section. This includes the entry for the initial operating plan as well as adjustments for central account distributions, receipt of grant funds, etc. The reconciliation of all initial appropriations and allotments, as well as subsequent changes for use in funding agency expenses, is performed by this position. Additionally, this section evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate, to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure that timely, accurate and efficient procedures are in place to allow for sound decision making.

Records Management

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to: coordinate and respond to Freedom of Information Act requests, manage criminal, non-criminal, juvenile records, vehicle and accident reports, visitor logs and manage the Division's compliance with the Library of Virginia's Records Retention policies.

Accomplishments

Freedom of Information Act (FOIA)

In 2009, records for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom, contact information, etc., as well as the response. For calendar year 2018, the Division received forty-two (42) FOIA requests. Of the forty-two (42) requests, thirty-three (33) were for non-criminal records and nine (9) were for criminal records.

The retention period for FOIA records is three (3) years, after which time they can be destroyed. This schedule retention and disposition is consistent with the Archives Division of the Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer.

The records coordinator completes any training offered by the Library of Virginia to keep up to date on any changes.

Records

Spreadsheets for the 2008-2018 Group A (75-year retention), Group B (25-year retention), and Non-Serious (5-year retention) records are prepared and automated with access restricted to Division supervisors. These spreadsheets are updated weekly. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, event description, officer, victim, complainant, case status, e.g., Inactive, Closed by Arrest, Unfounded, Exceptional Clearance or Information Only, and date of last action taken. Additionally, the Division has implemented a master reports spreadsheet that includes reports received and under review for each shift. This spreadsheet is updated with access by Division supervisors as well as the Records Officer.

The incident reports for the 2008-2018 Group A, Group B, and Non-Serious records are filed by month/year and are maintained by the Records Officer. The juvenile reports are retained separately and destroyed pursuant to the Code of Virginia, which is 23 years after the individual's birth date. All files are classified and retained based on the month of last action taken using retention schedules approved by the Library of Virginia. All of the records are removed and destroyed with documentation after that time period has been completed.

In the later part of 2018, a new electronic records system was added which greatly reduced the need for tracking spreadsheets and storage requirements.

Records Maintenance

The Division's records are retained at Capitol Police headquarters—Bank Street location. Some training records were transferred to the Library of Virginia Records Storage Warehouse for long-term storage. The records room houses records that are primarily inactive or closed. The Records Officer purges records on a regular basis based on the LVA retention schedule. This process involves organizing the records that are retained for 75 years (Group A's), 25 years (Group B's), and 5 years (Non-Serious). To date, Group B reports prior to 1993 have been purged.

The Records Officer is assisting staff to ensure the necessary forms are completed and destruction of records is performed pursuant to guidelines established by the Library of Virginia (LVA). Additionally, Division staff continues to organize records in acid-free boxes that are no longer useful, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.

Records Retention Schedule

The records retention schedule identifies the shelf life of an agency's records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of three (3) years, after which time they can be destroyed, while Management Reports of historical significance are retained permanently by the agency.

Work Plan

While records need to be accessible when needed, as with most agencies, the space available is limited. With the implementation in 2018 of a new CAD system, which includes a Law Enforcement Records Management System, the need for additional space has been reduced. The new system provides enhanced tracking and availability to needed records.

Human Resource Management

Human Resource Management is comprised of one (1) full-time employee who reports directly to the Chief of Police. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees, performance management, employee relations, workforce personnel data management, compensation, rewards, and benefits management, and training and development of employees.

Accomplishments

- Recruitment
 - **Police Officer/Certified (Open Until Filled)** – received twenty-five (25) applications (January – December 2018)

- Emailed twenty-five (25) online employment questionnaires (PHQ) to applicants
- Interviewed two (2) applicants – 2/7/18
- Hired one (1) certified applicant
- **Police Officer** – received five hundred twenty-three (523) applications (November 2017 – July 2018)
 - Emailed five hundred twenty-three (523) online employment questionnaires (PHQ) to applicants
- **Spring Basic Academy Recruiting Metrics**
 - Physical Agility Test 1/5/18 – 1/6/18 -- Tested twenty-three (23) (2 certified)
 - Written Test 1/5/18 – 1/6/18 -- Tested twenty-one (21)
 - Interviewed eleven (11) applicants – 2/7/18 & 2/9/18
 - Hired five (5) applicants 3/25/18
- **Fall Basic Academy Recruiting Metrics**
 - Physical Agility Test 7/11/18 -- Tested eighteen (18)
 - Written Test 1/5/18 – 1/6/18 -- Tested seventeen (17)
 - Interviewed fourteen (14) applicants – 7/31/18 & 8/1/18
 - Hired eleven (11) applicants 9/24/18
- **Police Officer (November 2018)** – received sixty-seven (67) applications
 - Emailed sixty-seven (67) online employment questionnaires (PHQ) to applicants
- Employee Recognition and Awards
 - Coordinated Service Awards for years of State service (5-30 years)
 - Developed certificates for “Employee of the Month”
 - “Employee of the Year” announced and plaque awarded
 - Years of Service Plaque awarded to new Retirees
 - Coordinated Annual Employee Awards & Recognition Dinner (Hanover Tavern)
- Career Development Program
 - Two (2) new Police Officer II participants added to program
- Promotional Process
 - Ordered promotional certificates: one (1) First Sergeant and two (2) Shift Sergeants
- Administrative Investigations
 - Set-up and maintenance of administrative folders

Internal Affairs

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee's immediate supervisor. All allegations of employee misconduct are investigated. Twelve (12) cases were initiated and cleared during 2018. Five (5) were initiated internally and seven (7) were initiated externally.

Accreditation



Accreditation is the process whereby agencies evaluate policy and procedures against established criteria, and have compliance with that criteria verified by an independent and authoritative body. The criteria, or standards, are policy development guidelines that represent a level of quality service. The Virginia Law Enforcement Professional Standards Commission (VLEPSC) is comprised of the Virginia Sheriff's Association, the Virginia Association of Chiefs of Police (VACP) and the Virginia Department of Criminal Justice Services (DCJS). The Commission establishes professional standards and administers the accreditation process by which Virginia agencies can be systematically measured, evaluated and updated.

Accomplishments

- Completed all one hundred ninety (190) accreditation standards, with a total of seven hundred forty-seven (747) areas of compliance as required by VLEPSC.
- Ensured compliance with all policies and procedures.
- Maintained a continuous process to review all policies and create new policies as needed.
- Participated in mock assessments.
- Assisted the Investigations Section with several criminal cases.
- Assisted Victims and Witnesses through the process of criminal cases.
- Served as Past President for VALEAC.
- Conducted accreditation and sexual assault training for all new personnel.
- Served on the interview panel for new employees.

- Served on the Board of Advisory Team for Virginia Law Enforcement Accreditation Coalition.

Work Plan

- Continue to develop and improve policies and procedures.
- Research and plan for implantation of PowerDMS.

Strategic Planning

Background

During the Spring and Summer of 2010 the Division of Capitol Police underwent a strategic planning process with the assistance of a private consultant. The Direction Setting Team (DST), which was comprised by the Chief, Assistant Chief, Administrative Captain, Operations Captain, the Human Resource Manager and the Plan Coordinator, developed five strategic goals defined by a total of thirty-three (33) strategic initiatives. Goal Champions, whose task it was to promote, organize and incorporate the initiatives into Division policies and procedures, were identified by the Chief of Police and given the responsibility for implementation of the initiatives. The Goal Champions and the Plan Coordinator comprised the Implementation Team (IT).

The five goals identified by the Direction Setting Team include:

1. To be a Well Managed Organization (5 initiatives)
2. To Employ an Exceptional and Diverse Workforce (11 initiatives)
3. To Provide Safety and Security of Facilities and Protection of People (6 initiatives)
4. To Be Ambassadors for the Commonwealth (6 initiatives)
5. To Provide and Environment of Preparedness (5 initiatives)

Current Status

To date, twenty-three (23) of the thirty-three (33) initiatives have been completed (see chart). Completed initiatives have been addressed and incorporated into the policies and/or procedures of the agency. Most initiatives call for ongoing maintenance and re-evaluation.

- 2.2 – It was decided that all Senior and Master Police Officers will be trained and certified as Field Training Officers.
- 2.4 – A draft of the new, comprehensive career development program (to include communications officers and supervisors) was submitted for approval.
- 2.5 – All requests for outside training underwent a thorough review process to ensure the requested training aligned with the Division's mission.

- 3.2 – Training was conducted on the Division’s new state-of-the-art CAD system to enable our Investigations Section to track and analyze crime data using the latest technology.
- 4.4 – Values and behavior training was incorporated into the Division’s new officer orientation program with an emphasis on the Division’s Core Values and Code of Conduct.
- 4.5 – Selected officers were sent to a 40-hour Crisis Intervention Training (CIT) class to learn how to communicate with those who are in crisis.
- 5.5 – The Division hosted, and supervisors and commanders participated in, Incident Command System (ICS 300 & 400) training, as well as two regional tabletop exercises.

DCP Strategic Planning Roadmap

Well Managed Organization 1.0	Exceptional and Diverse Workforce 2.0	Safety and Security Of Facilities and Protection of People 3.0	Ambassadors of the Commonwealth 4.0	Environment of Preparedness 5.0
<p>1.1 Improve three (3) administrative processes annually</p> <ul style="list-style-type: none"> • Communications • Training • Scheduling <p>1.2 Solicit and act on employee suggestions</p> <p>1.3 Inventory and evaluate programs for results and respond appropriately</p> <p>1.4 Formalize a structure for implementing and monitoring DCP’s strategic plan</p> <p>1.5. Continually evaluate compliance with mandated audits and inventories</p> <p>Red = Completed</p>	<p>2.1 Develop a skills bank</p> <p>2.2 Establish a mentorship program</p> <p>2.3 Annually summarize exit interview information</p> <p>2.4 Create a leadership development program to include technical and behavioral competencies</p> <p>2.5 Align discretionary development opportunities with organizational need</p> <p>2.6 Share knowledge obtained from external training</p> <p>2.7 Evaluate training effectiveness</p> <p>2.8 Acknowledge participation in DCP’s strategic planning process</p> <p>2.9 Develop a recruitment plan to increase diversity</p> <p>2.10 Increase total compensation package</p> <p>2.11 Reduce accrued leave liability by 5%</p>	<p>3.1 Develop alternative staffing programs to include a Police Auxiliary Program</p> <p>3.2 Employ new technology in DCP’s crime analysis data process</p> <p>3.3 Develop policies and procedures that ensure screening competency and consistency</p> <p>3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns</p> <p>3.5 Develop a “floor watch” program for each facility</p> <p>3.6 Expand the EMT program</p>	<p>4.1. Formalize a process to encourage Division related civic / public / and community involvement</p> <p>(4.2 moved to 5.6)</p> <p>4.3 Increase the visibility of DCP</p> <p>4.4 Integrate values and behaviors into training and performance management tools (EWP)</p> <p>4.5 Expand interpersonal skill development training</p> <p>4.6 Provide employees with historical resources to enhance visitor interaction</p>	<p>5.1 Identify issues that compromise our mission and initiate programs to mitigate</p> <p>5.2 Identify specialized equipment; develop replacement schedules; upgrades as necessitated and provide proper training</p> <p>5.3 Capitalize on the employee skills bank</p> <p>5.4. Establish written protocols and guidelines for dissemination of sensitive and/or confidential information</p> <p>5.5. Increase and diversify emergency preparedness training</p> <p>5.6 Collect and analyze complaint and commendation data to identify and respond to trends</p> <p>Updated 08/01/17</p>

Public Information Officer

2018 marked the first full year in which the division had a public information officer. Highlights under the position included:

The production and distribution of nineteen (19) news releases, many of which created breaking news that resulted in follow-up calls throughout the day to update media outlets on matters involving the Division.

The Division worked with the media to arrange a news conference for the Capitol Police 400th anniversary as well as various feature stories, including Joe Vass, the Division's new K-9, the Division's 400th anniversary, the Division's new K-9 trading cards, the Division's role in the gubernatorial inauguration and its role in protecting state property, including monuments.



The public information officer also conducted numerous “stand-up” TV interviews on topics ranging from the inauguration to Confederate monuments, and worked with various publications, including Capitol Connections and the Colonial Williamsburg Foundation's Trend & Tradition magazine, to attract feature coverage about the Division's 400th anniversary. All duties were conducted with the goal of giving the Division a unified voice and a progressive, responsive identity as an agency committed to protecting Capitol Square, its environs and its workers, elected officials and visitors.

The Division's Twitter account, launched in December 2017, drew enough followers in a matter of months to put it in the top 6 percent of all Twitter accounts worldwide. With more than eight hundred (800) posts that include photographs, videos and other copy, the focus of the account was threefold: to be a tool to inform and engage the Capitol Square community about breaking news and other matters involving not only the Capitol Police but other affairs of interest to those who work and live in and around the area (One example was a series of updates posted over several hours on Sept. 17 when a series of tornadoes touched down in Richmond); to present the Division in a progressive, professional fashion by showcasing such matters as agency training opportunities, awards and the like; and to put a “human face” on the Division by showing its officers interacting with the Capitol Square community, sometimes in humorous fashion. That three-pronged approach has helped create outside interest in the Division, as evidenced by increased recruitment activity.



The public information officer worked with others to help revamp the Division's website, both in terms of look and content, with the result being a site that won a state award for design and drew roughly fifteen thousand (15,000) page views in its first year, led by its pages designed to help potential recruits and those designed to help visitors to Capitol Square.

The public information officer produced "400th Focus," a feature highlighting a different snippet of history that drew attention to the Division's 400th anniversary on a weekly basis throughout 2018. 400th Focus was double-filed on both the Division's Twitter account and website, with the cross-pollination leading to stronger readership on both sites.

The public information officer worked to market the Division and its 400th anniversary in other ways, including various appearances by the honor guard at athletic events and the design of trading cards for each of the Division's three (3) K-9s to be handed out to members of the Capitol Square community, both young and old.



The public information officer wrote numerous other materials designed to highlight the Division's 400th anniversary, including a joint resolution that was presented in the General Assembly and a proclamation for the governor to declare Virginia Capitol Police Day.

The public information officer also worked with others to substantially redo the social media and public information policies in the Division's handbook to reflect the significant changes in the past decade in both the social media community in general and the Division's use of social media.



Division of Capitol Police Commonwealth of Virginia

Law Enforcement Code of Ethics

Reprinted from the
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.

Other Division Activities

Torch Run



Bike for Blue



Flying Squirrels



NASCAR



2018 ANNUAL AWARDS



EMPLOYEE-OF-THE-MONTH

October – Sergeant Matthew D. Muhlheim
November – Officer Kenneth J. Pugh
December – Master Officer Brian C. Alexander
January – Special Agent James L. Cosby, Jr.
April – C/O J. Melissa Goode
July – Officer David O. Nash
August – C/S Karen G. Anderson
September – Lieutenant Joshua F. Duncan

EMPLOYEE-OF-THE-YEAR

Lieutenant Joshua F. Duncan

PROMOTIONS

First Sergeant Michael H. Flick
Sergeant Clarence A. Nowlin, III

RETIREMENT AWARDS

Sergeant Rahn A. Kersey

AWARD OF EXCELLENCE

C/S Karen G. Anderson
David S. Hernandez
Joseph Macenka
Lieutenant John T. McKee

SERVICE AWARDS

Thirty Years

Officer Michael V. Austin
Colonel Anthony S. Pike

Twenty Years

Master Officer Brian C. Alexander
Senior Officer Joseph M. Nichols
Officer Kenneth J. Pugh

Fifteen Years

Officer Marcus Brigil
Lieutenant Jesse T. Gilliam
C/O Jessica S. Howe

Ten Years

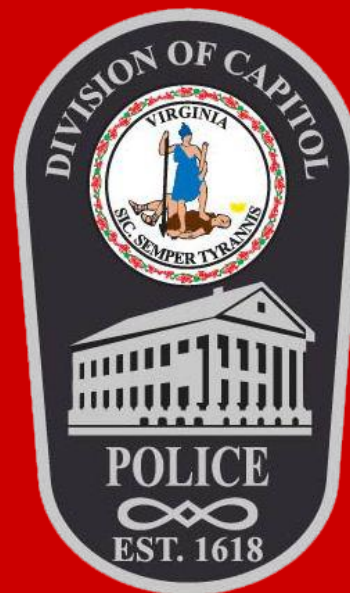
Officer Albert N. Cabonilas
Sergeant Rahn Kersey

Five Years

Officer Davon D. Fant
Officer William L. Hawkins
Sergeant Clarence A. Nowlin, III
Officer Luis F. Zapata

Employee Recognition Committee Members

Lieutenant Jesse T. Gilliam
Mrs. Gloria M. Kimball
Officer Michael S. Kirkpatrick
Officer David O. Nash
Officer Andrew R. Sentipal



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